

Maple Valley City Update

"REAL CHANGE, ENDURING CHANGE, HAPPENS ONE STEP AT A TIME."
- RUTH BADER GINSBURG

Events & Activities

**JAN. 5
PLANNING COMMISSION**

.....

**JAN. 10
CITY COUNCIL MEETING**

.....

**JAN. 12
PARKS & REC COMMISSION**

.....

**JAN. 17
CITY OFFICES CLOSED --
MARTIN LUTHER KING DAY**

.....

**JAN. 18
CITY COUNCIL MEETING
ECONOMIC DEVELOPMENT
COMMISSION**

.....

**JAN. 19
FINANCE COMMITTEE
PLANNING COMMISSION**

.....

**JAN. 24
CITY COUNCIL MEETING**

.....

**JAN. 25
PUBLIC SAFETY OVERSIGHT
COMMITTEE**

From the Desk of Laura Philpot

Happy New Year and welcome to 2022! I feel like the year 2000 just happened. Remember, when all the news talked about was the fear of Y2K? Companies spent all that effort to make sure our systems didn't crash when we left the 1900's -- how is it possible that was 22 years ago?



Regardless of how we got here, 2022 is upon us and Mother Nature greeted Maple Valley with a lovely white blanket of snow! During the daytime children and children at heart could be seen sledding at Lake Wilderness Golf Course, making snow angels and just having fun playing outside.



Our maintenance team has been working hard long hours to keep our main roads safe and open. While we were either bringing in the new year or sleeping soundly in our warm beds, our crews spent their New Years Eve plowing and de-icing our roadways. So be sure to thank them if you get the chance.

Like every event, we will take our lessons learned and be even better prepared for the next time Mother Nature decides to throw challenges at us. Here's to a productive year moving the City forward together!



2021-2022 Goals & Objectives

ECONOMIC DEVELOPMENT

- Support the development of the Legacy Site through industry and business contacts
- Identify opportunity to attract investment opportunity for Maple Valley
- Work collaboratively with King County to activate Summit Place (122 acres) which will increase economic activity in Maple Valley and provide more employment opportunities for residents
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- Increase tourism visibility for Maple Valley by promoting the outdoor recreation amenities and large events which will attract new spending dollars for the community
- Work with the Chamber to find ways to support and grow our existing businesses
- Bring in new businesses to grow employment opportunities for our residents
- Support the existing businesses as they recovery from impacts to due to COVID-19
- Bring private entertainment to Maple Valley providing options for local families to stay in Maple Valley

PARKS & RECREATION

- Support staff to maintain parks and facilities to established standards through the Maintenance Management Plan
- Continue to provide recreation opportunities for the community that enhance quality of life
- Support and provide events that create community
- Maintain healthy partnerships with local organizations such as Arboretum, Farmer's Market, Elk Run Farm, etc.
- Support enhancements of park system through capital improvement projects

PUBLIC SAFETY

- Continue to work with the King County Sheriff's Office in providing good police services to City citizens through the existing contract
- Increased participation in National Night Out and Neighborhood Watch Meetings
- Jump start our Explorer Program and solicit new members through the TSD
- Be prepared for the reemergence of our annual community events, with the addition of our marquis event, 2021 IRONMAN 70.3!
- Participate in localized emergency preparedness drills utilizing the City's newly updated Comprehensive
- Emergency Management Plan and the new Emergency Operations Center
- Improve the continuity of operations and continuity of government planning
- Establish a community & police clean-up campaign to build rapport with our citizens

PUBLIC WORKS

- Support the implementation of the City's six year Transportation Improvement Plan and staff's efforts to seek grant funding
- Support staff to continue to improve right of way landscaping, pavement management, and flood control
- Continue to support City staff's efforts to keep Maple Valley NPDES compliant
- Continue to support the Public Works staff in efforts to improve water quality of storm runoff
- Continue involvement in regional groups dealing with transportation issues

QUALITY CITY SERVICES

- Improve the City's customer service and public opinion of their local government
- Through innovative ideas and technologies, increase citizen access to their local government
- Continue to support efforts of Black Diamond, Covington, and Maple Valley in identifying opportunities where the three communities can work together/share resources to maximize efficiencies and better use public funds
- Continue strong participation in the Sound Cities Association and associated committees
- Continue to work with Federal, State and County elected officials on legislation that impacts Maple Valley and our region

COMMUNITY DEVELOPMENT

- Adopt Downtown Standards and Guidance code amendments to create the heart of Maple Valley
- Support the development of the Legacy Site through land use planning
- Adopt code amendments to improve future development in commercial zoned areas
- Continue to provide excellent customer service through permit review, issuance, and inspection

The City Council and City Manager represent the City's interests in a wide variety of meetings, both local and regional. Over the last month this representation has been active in the following:

Sean P. Kelly, Mayor

- Agenda review meetings
- Check-in meetings
- Councilmember Erin Weaver's Retirement Reception
- Hometown Holidays

Erin Weaver, Councilmember

- Council Meetings
- Finance Committee
- Councilmember Erin Weaver's Retirement Reception
- Hometown Holidays

Les Burberry, Councilmember

- Council Meetings
- Hometown Holidays
- Councilmember Erin Weaver's Retirement Reception

Dana Parnello, Deputy Mayor

- Council Study Session - Planning Commission Recommendations
- Agenda Review Meetings
- City Council Special Meeting - Commission Interviews
- City Council Regular Meetings
- Councilmember Erin Weaver's Retirement Reception
- Hometown Holidays

Syd Dawson, Councilmember

- City Council meeting
- Council Finance committee
- Greater Maple Valley Community Center board meeting
- Maple Valley Historical Society board meeting
- Maple Valley Community Center Board Meeting
- Legacy Site Master Planning committee
- SCA Caucus/Growth Management Planning Council
- Hometown Holidays
- Council Communications Subcommittee Meeting
- Maple Valley Food Bank Holiday Gift Event
- Councilmember Erin Weaver's Retirement Reception

The City Council and City Manager represent the City's interests in a wide variety of meetings, both local and regional. Over the last month this representation has been active in the following:

Linda Johnson, Councilmember

- Council Meetings
- Hometown Holidays
- Maple Valley Food Bank Holiday Gift Event
- Councilmember Erin Weaver's Retirement Reception

Linda Olson, Councilmember

- Council Meeting
- SEAL TC
- Hometown Holidays
- Finance Committee
- Councilmember Erin Weaver's Retirement Reception

Laura Philpot, City Manager

- Council Meetings
- Agenda Review Meetings with Mayor and Deputy Mayor
- Weekly King County City Manager Check in Meetings
- Maple Valley Rotary Meetings
- SEAL-TC meeting
- SCA Board of Directors Meeting
- REACH Deep Dive
- Briefing with King County Public Health on COVID Status
- All-Staff Meeting
- Meeting with Women City Managers from King County
- Seattle Women's Leadership Meeting
- Northwest Women's Leadership Academy Meeting
- Maple Valley Food Bank Board Meeting
- Community Leadership Meeting
- DECA Judge for Tahoma SD
- Hometown Holidays
- Meeting with Panattoni
- Communication Subcommittee Meeting
- Maple Valley Food Bank Holiday Gift Event
- Councilmember Erin Weaver's Retirement Reception

FACT SHEET (Future Actions, Conversations, & Tasks)

FACT SHEET PROCEDURES PER CITY COUNCIL RESOLUTION NO. R-21-1554 APPROVED APRIL 26, 2021.

Placing items on the FACT Sheet.

- Only City Councilmembers can recommend that items be placed on the FACT Sheet. Thereafter, an item may be placed on the FACT Sheet only with concurrence of the City Council at an open public meeting of the City Council.

Removing items from the FACT Sheet

- City Staff and City Councilmembers can both recommend that items be taken off the FACT Sheet. Thereafter, an item may be removed from the FACT Sheet only with concurrence from City Council at an open public business meeting.

Initiated by	Date	Item	Description	Due Date Department	Date Resolved	Notes
	11/13/2018	Art Requirements and/or Incentives	Review the municipal code and development regulations to encourage and/or incentivize more public art within our city.	Community Development/ Economic Development		2021 Planning Commission Work Plan includes this item as a future work plan item.
	09/09/2019	Tree Retention	Bring tree retention code back to Council for review.	Public Works/ Community Development		This PC work will be completed after Downtown Design and Interim Zoning review is completed in 2021. It is part of the 2021 Planning Commission Work Plan. This will likely need to be considered as part of the 2022 Work Plan.
	01/21/2020	Evaluate Short-Term Rentals	Review short-term rental activity (such as Airbnb and VRBO) within City limits.	City Manager/ Economic Development Commission		The EDC discussed this item during their 7/13/2021, 9/14/2021, and 10/26/2021 meetings. Staff provided commissioners with information regarding state law associated with lodging tax. Staff is working on a draft memo to Council from the EDC to be discussed at upcoming City Council/EDC joint meeting

Initiated by	Date	Item	Description	Due Date Department	Date Resolved	Notes
	07/27/2020	Shrubs and Groundcover Standards	Consider putting shrubs and groundcover standards on a future planning commission work plan.	Community Development		2021 Planning Commission Work Plan includes this item as a future work plan item. This will likely need to be considered as part of the 2022 Work Plan.
Councilor Dawson	05/24/2021	Work with WSDOT to reduce speed limit on SR-169	Work with WSDOT to have a consistent speed limit of 35mph along SR-169 through the City Limits.	City Manager/ Public Works		Public Works has received documents from WSDOT on petitioning for reduced speed on SR-169. PW has met w/City Manager & PD to discuss approach to WSDOT on this issue. WSDOT is conducting a speed study through the corridor.
Mayor	06/28/2021	Heating and Cooling Centers	Bring back a more robust plan regarding heating and cooling centers (or locations) in cases of extreme weather conditions.	Emergency Management		Staff continues to work with the Greater Maple Valley Community Center to determine the terms of a possible Agreement.
	07/12/2021	LW Golf Course Club House	Council asked that staff bring back an update of the Golf Course Club House project.	Parks and Recreation		Staff planned update during 2021 Q4 but have deferred to 2022 Q1 per Council request.
	07/12/2021	LW Golf Course Update	Council asked for an update from CourseCo regarding Golf Course performance.	Parks and Recreation		Staff planned update during 2021 Q4 but have deferred to 2022 Q1 per Council request.

Initiated by	Date	Item	Description	Due Date Department	Date Resolved	Notes
Mayor	09/13/2021	Recology Satisfaction Survey	Work with Recology to do a survey measuring the customer service of our current waste haulers and their overall performance.	Public Works		Council Communications subcommittee reviewed draft survey questions which went out to residents in early December. Recology plans to present results of survey to Council in February 2022.
Mayor	09/27/2021	Citywide Survey	Work with the Communication Subcommittee to develop a citywide survey.	City Manager		Staff continues to work with the Greater Maple Valley Community Center to determine the terms of a possible Agreement.
Councilor Dawson	11/08/2021	Kindness Connects Billboard				
Mayor	11/08/2021	Shopping Cart Best Practices	Requesting 2nd quarter next year, Bring back what other cities are doing.			Staff is working on reviewing regulations from other cities.
Deputy Mayor	11/22/2021	Lake Lucerne & Pipe Lake	Review if public access to Lake Lucerne/Pipe Lake is possible on the existing publicly owned land/dock	Public Works		If no public access is possible, explore lake benefit district to fund water quality treatments.
Mayor	11/22/2021	Emergency Plan for Council Meetings held at the Lake Wilderness Lodge	Overview/training to council in Jan. about what to do in case of an emergency during a council meeting	City Manager/ Emergency Management		

COMMUNICATIONS

News Releases Issued:

- Holiday Market CANCELED
- Winter Weather Conditions-Use Caution While Driving
- City Seeks Public Arts Commission Volunteers
- Recology – Maple Valley Survey
- Public Hearing Notice – Downtown Development Moratorium Extension
- Open House and Public Hearing Notice – Downtown Recommendations
- City Hall will be closed December 23rd, 24th and December 30th, 31st

Other:

- Continued filming, editing and finalizing December's monthly video on storm preparedness
- Live streamed Hometown Holidays Tree Lighting
- Worked on community survey – researching survey companies and meeting with Council Communication Committee to discuss the survey
- Met with EDC members to discuss their Pitch + Pivot program

Social Media Updates: Data from last 28 days (December 1, 2021 - December 28, 2021)

Total page followers (EOM): 6,087

Net new followers: 61 (up 81%)

Total page likes (EOM): 5,226

Net new page likes: 54 (up 80%)

Total page views: 829

Total people who viewed: 545

Organic reach (# of people who had any page content reach their screen): 38,114

Post with most clicks: December 2 -- "ATTENTION DRIVERS: A portion of Maple Valley Highway is closed due to a collision. Drivers should expect delays and use alternate routes." > Shared Kiro7's story on a crash closing Maple Valley Highway (560 clicks)

Post with most reactions: December 2 -- "FB LIVE: Hometown Holidays Tree Lighting" (86 reactions)

Event with most responses: December 2 -- Hometown Holidays (488 responses)

CITY CLERK

Greetings, as the year closes reflection is part of the closure process. The year has been challenging and exciting with many opportunities for improvement and celebration! Looking forward to the next year and all that it brings!

Winter weather is here to stay for a few months in the Pacific Northwest. The snow stole the show this month and proved itself formidable. Staff worked diligently to respond to the snow event. Staff will continue to prepare for responding to adverse weather in the future. Messaging is always the important piece so that the community has the opportunity to prepare and know what to expect from the staff response. As a reminder, be sure to have preparedness kits for work, home, and your car. "Be Prepared. Stay Safe."

Emergency Management staff collaborated with the community partners as staff continues to discuss options with the Community Center to set up cooling and warming locations to accommodate community members needing reprieve from those extreme weather days. Staff participated with Puget Sound Regional Fire to work on a Strategic Plan for training and exercise opportunities in 2022. Staff continues to work toward the participation in the Cascadia Rising Exercise in 2022, which has changed to a virtual style exercise instead of an in person event. The PSERN Radio system implementation continues and coordination between staff and the contractors is moving along. Staff continues to work on solutions for warming/cooling locations for residents that may have the need.

Administrative Assistant, Jessica Christensen, began in her new role as the Administrative Assistant II position effective November 1 and took off with the evaluation, scanning, and destruction of records catch up work. IT and the City Clerks Department are collaborating on projects for the coming year to enhance the City's communication and continuity to include phone systems, Contract tracking system, and the City website Request for Proposal (RFP). Andrew continues to be a main stay at the Senior Lunches through the Community Center, as well as, managing the year end contract routing and the ARPA funds contracts. Kelli is settling in and enjoying serving the community she lives in! Kym has been hard at work assisting with the painting of City Hall. It looks bright and clean!

Clerk's Office activities continue to include, website updates, peddler's license, records management, public disclosure requests, supporting City Council, Economic Development Commission, Community Development activities, Planning Commission meetings, and Emergency Management efforts. Clerk's staff is closing out 2021 records, assisting with the virtual/hybrid meeting at the Lodge, as well as, assisting with Wellness Committee work. Clerk's staff also continues to participate in REACH Committee, Wellness Committee, and the Employee Benefits Committee.

Stats for the month of December are as follows:

- Passports: 10
- Notaries: 40
- Public Records Requests: 7
- Pet Licenses: 4
- Website Updates : 25+
- Contracts (including Amendments and Change Orders): 43

Wishing everyone a very healthy and happy New Year! Optimism is the mantra!

PARKS & RECREATION



Hometown Holidays

The annual Maple Valley Hometown Holidays event was held on Thursday, December 2nd at Four Corners. Johnson's Home and Garden along with Maple Valley Edward Jones' were the title sponsors and nine other local merchants were minor sponsors. The event featured the annual tree lighting celebration along with 24 booths with family activities, and performance by Dace's Rock N More and the Maple Valley Youth Symphony. Activities included live reindeer, a mini train ride, Santa pictures, a balloon artist, window art, a snow globe and an extreme snowboard ride.

We estimate that approximately 1,300 residents showed up in person and another 1,300 watched the Tree Lighting on Facebook Live.

Some of the feedback from event participants include:

What a wonderful turn out and amazing night - so glad we could be involved again. The City really shined last night! Happy Holidays everyone!

- Heidi from the Maple Valley-Black Diamond Chamber of Commerce

Such a great turn out! We were so excited to have Marquee Living and Wilderness Village there! Happy Holidays Everyone!

- Veronica L., Property Manager

It was a great night!! GREAT JOB CITY, Rein Fire Ranch loved being a part! Already chatting about next year's plans.

- Rich + George from Rein Fire Ranch

We love being part of the events and supporting our community.

- Carol F. from Wilderness Animal Hospital



2021 Turkey Bowl Tournament

The annual adult flag football tournament, Turkey Bowl, was hosted on Saturday December 4th at Summit Park. A full field of six teams participated with players from all over the region. There were three more team on the waiting list that we could not accommodate due to lack of available officials. Games were played from 9:00am-4:00pm in the pouring rain. Monsters Inc. from Tacoma took home the coveted Champion's t-shirts. The teams from the tournament and our Fall league are interested in a Spring league if we have enough officials to run the league.

PARKS & RECREATION



Lake Wilderness Lodge Rentals

Staff have been working on updating additional rental offerings -- including wine barrels that can be used as tables or décor.

Lodge staff received another 5-star review on The Knot, a wedding planning website.

the knot PRO NETWORK

You received a new review on The Knot!

★★★★★

posted 12/06/2021

Karin was so helpful in helping us plan our dream wedding. The venue is even more gorgeous in person. Staff are kind, helpful, and great at being available while still out of the way. The view is unmatched, and the venue decorates easily with few additions!

[RESPOND AND MANAGE YOUR REVIEWS](#)

[See this review on your Storefront](#)

"Karin was so helpful in helping us plan our dream wedding. The venue is even more gorgeous in person. Staff are kind, helpful, and great at being available while still out of the way. The view is unmatched, the venue decorates easily with few additions!"

Community Resources

Community Resource Coordinator participated in several monthly meetings focused on wellness, equity, and community resources. The highlight of the month was participating in the Hometown Holidays event and getting the opportunity to interact with members of the community in person.

The primary focus this month was on planning for 2022. Consideration was placed on looking ahead to next year and determining the need for programs and education around mental health resources for our community. A special focus will be placed on Mental Health First Aid courses, professional speakers on various wellness topics, community presentations, mental health supports for students experiencing homelessness, an introduction to meditation, substance abuse awareness & prevention, and the 3rd year of Kindness Connects Maple Valley.

The December edition of the Counselor's Corner Blog focused on establishing boundaries to support mental health. You can find this and previous month's blogs on the city website.

FINANCE/IT/GIS**FINANCE****Payroll**

- Processed Payroll for the month
- New Hires & PAFs processed
- Misc. deductions calculated
- Two step increases calculated
- Records Management of files/boxes organized
- 2019 items sent to Clerks office and will be held offsite due to spacing
- Cross training: Erin has been auditing with a backup review from Becky. The final payroll in December will be Becky's final review and Erin will take over as primary auditor for 2022 and beyond

Wellness

- Packed and managed the Snowdiac event with the rest of Wellness
- Held the second bar style trivia SuperQuiz event – well done Matt for the win!
- Wellness meeting to discuss 2022 plans
- Wellness Event calendar prototype completed and sent to Becky

Accounts Payable

- Credit Card Invoices, supporting documents, invoices
- KC Sheriff's Office bills have been completed for the 2021 calendar year
- Excise tax spreadsheet and payment for November 2021
- AP Contract entry and updates in Incode
- Processed the final AP cycle of the year
- Updating the Finance Committee Packet signing process

Accounts Receivable

- Right of Way billing for the remainder of 2021
- Reorganized Right of Way accounts- broken down by year versus one main account

Audit/Budget

- Meetings with SAO
- Updated ACFR – MD&A and Notes for 2020 ACFR
- Worked with Parks Dept. on Parks Improvement plan
- Met with Chie, bank manager on Cash Management-Transport
- Closed Bank Reconciliation for October Month
- Reconciled Golf Course Cash for November period
- Discussed Golf Course Sales Tax transfer from Gen. Fund – recorded correction
- Reviewed Year End – Checklist, Journal Entries and ACFR document
- Started Month end close - journal entries and corrections
- Worked with US bank – 1. Waived \$240 extra wire fee 2. Discussed cash drop off locations
- Checked on Finance associations memberships
- Started Bank reconciliation for November period
- Worked on IT funding sources for software's maintenance, and prepared corrections for IT fund
- Started reconciling Construction in progress (CIP) for year end
- Misc. Budget/Revenue questions

FINANCE/IT/GIS

- Closed November period
- Reconciled Bank for Nov. period
- Recorded corrections in IT fund
- Prepared Month end reports
- Finance committee meeting – Presented 2020 CAFR SAO audit Updates
- Commence Review Revenue loss : ARPA fund
- Worked on year-end close processes timeline
- CPA continuing education training
- Budget to actual review: November 2021
- Worked on Budget adjustments worksheet to load in Incode
- General accounts review for year end
- Golf course revenue reconciliation
- Cash Management
- Loaded Budget amendments in Incode
- Worked on Grant billing process
- 2019 Community Grant Analysis
- Started asset reconciliation
- Prepared GF expenditure report by dept.
- Incode Learning - asset disposals and trade in adjustments

Events/Meetings

- Attended All Staff Meeting
- Office painting/reorganizing began and impacted business flow.
- Conducted Finance Committee Meeting on 12.15.21
 - Finance Committee recommendation for 2022 contract funding for LW Arboretum will be drafted for January 10, 2022 Council Meeting
 - Finance Committee recommendation for 2022 Human Services grants will be drafted for January 10, 2022 Council Meeting
- Conducted Finance/IT/GIS Team meeting: Updates & 2022 Budget horizon preparation/planning
- EDC Meeting
 - Due to lack of quorum, economic grants postponed to January meeting
- Individual meetings with Government Agencies (Soos Creek, Covington Water, Cedar River) on ARPA Utility Assistance Programs-criteria recommendation and program administration discussed.
- Attended Webinar from Moody's on state & local outlook

American Recue Plan Act Recovery Initiatives

- 1st Round SBA grants approved by Council
 - Worked with Accounting-updates of grant awards drafted, drafted award letter, and routing information sheet drafted
 - Next: Expect to have grant agreements routed on Monday 12.6.21
 - After internal routing, will be routed to grant recipient for document authorizations. (Documents received by Accounting by 12.17.21)

FINANCE/IT/GIS

- Grant Agreements
 - Final 3 received from routing and agreements emailed to grantees for review and notarial authorization.
 - 8 out of 15 notarized grant agreements have been returned.
 - Remaining 7 of 15 notarized grant agreements have been returned and all will be in AP batch processing issuance on Dec. 28th.
 - 15 grant payments issued on Dec. 28th.
- 1st Round Nonprofit grants approved by Council- corresponded with grantees on council decision and next steps
 - Draft grant agreements
- 2nd Round SBA grants approved by Council
 - Documents have been assembled by Accounting and being routed internally anticipated early week of December 20th.
 - Grant Agreements have been sent by Accounting to 11 businesses. Will be offering notary services in January as an option and expediency.
- Press Release sent on Dec 28th to public on Small business grants for both Round 1 & 2
- Recruitment
 - Recovery Specialist-Lack of applicants; option for contract service will be reviewed.
 - Exploring pursuing contract service and will be working in New Year to determine scope of work/contract negotiation with HR/Legal.
- ARPA 1st 2020 Revenue Loss Calculation has been produced by Finance Director and internal audit being performed.
- Utility Assistance Programs with Special Districts
 - Meeting with Soos Creek: Utility Assistance Program: Declined due to administrative burden
 - Meeting with Cedar River Water & Sewer-provided forms Covington Water has used and they will have further discussion on administration
 - Meeting with Covington Water: Interested in program. They need to further discuss and likely be around February and provide us with additional information.

Administration

- Met with TIG
 - Introductions TIG reps/roles and new IT Manager
 - Recap of ITR assessment
- Planning 2023-2024 Budget in the horizon
 - Vendor meeting with Questica for virtual training workshops/contract review
 - Meeting scheduled with internal department
 - Correspondence with Senior staff –informational
- Council Packet drafted for LW Arboretum Contract funding for 2022 for January 10th Council meeting.
- LTC Implementation-saw article of lawsuit being filed for Long-term care. Shared with Senior staff and awaiting if there may be a potential stay or delay.
- Council Packet drafted for Human Services Community Grants for 2022 for January 10th Council meeting.
- AP Banking Authorization for 12.28.21 completed.
- Council Packet reviewed and finalized for 2 IT Projects for the new year for January 10th Council meeting.

FINANCE/IT/GIS

- Reviewed & Authorized Invoices/Monthly Credit Card Statements
- In Kind Support for Community events in 2019 analysis of findings
- Armored Car Services: awaiting further assurance for Police officers as transport vs. new vendor Loomis

GIS

- SWM Spot Checks Config - Cityworks and Mapping
- SWM Inspections Analysis
- SWM Data Corrections
- Meeting with Frontier Precision to discuss data collection options
- Map printing for Hometown Holiday event (parks)
- 213th St Ditches/Culverts Mapping project overview with SWM
- Lake Contamination Map
- Cityworks Tech Support for PW Maintenance
- Configure Web feature layer for data collection map (SWM)
- SWM Spot Checks Config - Cityworks and Mapping
- Configure Web feature layer for data collection map (SWM)
- GIS/IT meeting about GIS infrastructure
- Office prep for painting
- SWM MOW Cityworks configuration for PW Maintenance
- SSL Certificate update (w/ IT) for GIS server
- Feature Class/Prefix Inventory (Cityworks/Asset Management)
- Banners data collect post processing
- Help/train Lance with Cityworks lookup
- SWM Spot Check data creation
- Worked with Desmond & team to set up and test snowplow/deicing "live" map:
<https://maps.maplevalleywa.gov/portal/apps/opstdashboard/index.html#/bbcd24656761459c818a51c7ef0414ee>
- Imported Priority Catastrophe Routes (Shaunna/WA Military Dept.)
- Office Organization
- ESRI Vulnerability mitigation (with IT)
- Gained See Click Fix Access
- Fixed some broken Portal maps
- Updating City's Plat map (in progress)
- Live Snow Plow map (still having issues - have reached out to ESRI Support)
- Reviewed Aerial Photos SLA and scheduled a meeting with State OCIO (who organizes this project)
- Contract for GIS ceases after 12.31.21.

IT

- Week 1- Staff Submitted 23 tickets for assistance. 11 were closed. 65 tickets remain open.
- TIG has 1 ticket active for Maple Valley, they are currently processing licensing and disaster recovery planning per city direction.
- Week 2- Staff Submitted 17 tickets for assistance. 6 were closed. 70 tickets remain open.
- TIG has 1 ticket active for Maple Valley, they are currently processing licensing and disaster recovery planning per city direction.
- Week 3- Staff Submitted 21 tickets for assistance. 18 were closed. 63 tickets remain open.
- Week 4- Staff Submitted 12 tickets for assistance. 6 were closed. 64 tickets remain open.
- Ticket volume has been pretty low, focusing on the multiple open tickets (open 30+ days)
- Onboarded Adam Ziegwied
- Internal Infrastructure Analysis
- Met with vendors TIG, Tri-Tec and Lumen
- Began re-organization of IT asset storage
- Completed configuration of spare laptop assets

FINANCE/IT/GIS

- IT Manager audited and updated Backup Routines for improved reliability
- IT ordered equipment for the EOC, ETA January
- A demo was taken for Crexendo phone systems
- IT is working on updating dated internal systems
- Accomplishment:
 - We have completed the installation of the new dedicated backup server. We now have encrypted backups of our entire server infrastructure, including a secondary offline location that should provide us with an estimated 45-60 day retention policy.
 - This backup process now provides us with the ability to scan for ransomware and malware upon restoral which will be a great improving for the city should we experience any form of cyber security attack.
- Discussions with TIG on the network equipment VLAN analysis including looking at replacing our current Firewall and Switches at City Hall. Neither have been replaced in some time (5-6 years+) Our firewall is very "entry level" adding a new security appliance (Firewall, VPN, Intrusion detection) would also improve our VPN connectivity security and performance. I provided them with my recommendations and they will be looking at providing us with some options to see if this is a realistic project for us to consider.
- IT Manager met with TIG to discuss their recommendation on upgrading the Firewall and switch infrastructure at City Hall. We should have an estimate later this week.
- Currently updating internal servers for security compliance
- Processed Equipment for City Manager and Parks Director
- Assessing End of Year Purchases
- Making security additional assessments of city network infrastructure
- Firewalls monitored throughout long Christmas Holiday weekend. No suspicious activity was recognized.

PUBLIC WORKS/COMMUNITY DEVELOPMENT**CAPITAL IMPROVEMENT PROJECTS****Public Works Transportation Capital Improvement Projects****SR 169 Widening from Witte Road SE to SE 240th Street (T-39)****Design Consultant: David Evans & Associates (DEA)****Construction Management: KBA****Construction Contract: Johansen Construction Company****Construction Bid Award: \$4,609,800****Construction Start: April 2019****Construction Substantial Completion: April 2020****Construction Final Completion: January 2021****Description:**

This project scope includes the installation of an additional north-bound travel lane, a bike lane, retaining walls, and sidewalk on the east side of Maple Valley Highway from Witte Road to SE 240th Street. Additionally, this project will provide intersection improvements along this section of the SR 169 corridor, as well as surface water drainage enhancements. This will provide for enhanced traffic capacity by eliminating a serious bottleneck, as well as also provide enhanced safety for pedestrians and other non-motorized traffic.

Current status:

- For follow up items after project close out, staff rebid and received bids from two landscaping contractors for the back slope easement landscaping planting behind the retaining walls on the east side. However, both bids are significantly higher than the project budget. Staff met with the landscaping contractor to review the project scope and cost estimate. Staff received an updated cost proposal from a landscaping contractor in December and is coordinating with the property owner on the project scope and costs.
- Staff continued to reach out to paving contractors to resolve the WSDOT's pavement repair items. One contractor submitted a bid but it is significantly higher than the estimate.
- The City Attorney is finalizing the agreement with Jim Flynn on the ROW encumbrance on his property.

Past Milestones:

- Project physical completions were issued.
- As-built drawings were completed.
- Project received final acceptance from City Council on February 22, 2021.
- Staff finalized the slope easement landscaping plans on the east side of SR 169 and sent out to the MSRC small works roster for bid requests. Unfortunately, no bids were submitted. Staff plans to review the bidders list and make contact with landscapers to improve the bid outcome.
- Staff met with the Arts Commission on April 26, 2021 to review the list of street trees in the tree wells in front of the retaining wall. Street trees and grasses were planted in May 2021.
- Staff met with Jim Flynn to review the status of the 2019 ROW agreement. Staff and Mr. Flynn plan to proceed with a trade of ROW that will be brought to Council when the agreement is ready for Council consideration.
- This project is closed out with TIB and construction contractor Johansen.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

2021 Annual Asphalt Overlay Program (T-23):

Design Consultant: King County

Construction Management: City PW Inspector/King County

Construction Contract: Lakeside Industrial

Construction Bid Award: \$195,630

Construction Start: Summer 2021

Construction Substantial Completion: August 2021

Construction Final Completion: September 2021

Description:

The interlocal agreement between Maple Valley and King County authorizes King County to perform all or any part of the construction, repair, and maintenance of streets for a mutually agreed upon cost based upon unit costs obtained from the County's bid. The interlocal agreement provides Maple Valley economy of scale and an efficient means of accomplishing the City's annual (2021) overlay project.

The 2021 annual overlay program included streets in the Wilder Haven and Maplebrook Meadows neighborhoods. The overlay streets are as follows:

- SE 237th Avenue from SE Wax Road to 216th Place SE
- 216th Place SE from SE 237th Street to SE 239th Place
- SE 239th Place from 216th Place SE to the end of the cul-de-sac

Current status:

- Project is completed and final invoice to King County is paid in November.
- Staff started to review and evaluate streets for the 2022 Pavement Overlay Program.

Past Milestones:

- Staff provided the scope of work for the 2021 Overlay Program to King County.
- King County included streets in Maple Valley as part of King County's 2021 Countywide Pavement Preservation Program and completed the design.
- King County opened bids on May 24, 2021.
- Lakeside Industrial is the lowest bidder for KC Countywide Pavement Preservation program.
- City Council approved the King County discretionary request contract to complete the 2021 overlay program at the June 28, 2021 meeting.
- Staff coordinated with King County on attending the project preconstruction meeting and project schedule.
- King County completed the overlay program in the City on August 16, 2021.
- Punch list items are completed.
- Project is within budget and closed out.

PUBLIC WORKS/COMMUNITY DEVELOPMENT**CAPITAL IMPROVEMENT PROJECTS****Public Works Transportation Capital Improvement Projects****Witte Road – SE 249th Place to SE 256th Street (T28b Phase 2 – Utility Relocation and Undergrounding)****Design Consultant:** PBS Engineering and Environmental, Inc.**Construction Management:** KBA**Construction Contract:** Pivetta Brothers Construction**Construction Bid Award:** \$1,377,121,20**Est. Construction Start:** July 2020**Construction Substantial Completion:** November 2020**Construction Final Completion:** May 2021**Description:**

Phase 2 includes installation of Joint Utility Trenches (JUT) for utility relocation and undergrounding in preparation for the Phase 3 corridor improvement project. The work also includes relocation of the water main and rehabilitation of a stormwater pond.

Current status:

- This project is completed and closed out waiting for final response from L&I and DOR.

Past Milestones:

- Bids were opened in June 2020.
- Construction started in July 2020.
- The project received substantial completion on November 16, 2020.
- Contractor has completed punch list items.
- Staff has approved the final pay estimate.
- Staff sent utility reimbursement requests to utilities and has received reimbursement from Wave, Covington Water District, Comcast, and CenturyLink/Lumen.
- Contractor completed the last punch list item.
- Council granted final acceptance of the project.
- Communication utilities completed their work on site.

Witte Road – SE 249th Place to North of SE 254th Place (T28b Phase 3 North)**Design Consultant:** PBS Engineering and Environmental, Inc.**Construction Management:** KBA**Construction Contract:** Ceccanti (North corridor project)**Construction Bid Award:** May 2021**Est. Construction Start:** May 2021**Construction Substantial Completion:** September 2021**Construction Final Completion:** TBD**Description:**

Phase 3 North includes development of a full-road rehabilitation for the Witte Road corridor north of SE 254th Place intersection through SE 249th Place. Specific project enhancements include pavement upgrade, sidewalk installation, bike lanes, drainage improvements, retaining walls, and utility undergrounding. Phase 3 North project also includes the Jenkins Creek culvert replacement crossing Witte Road SE.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

Current status:

- All fencing has been installed onsite.
- Ceccanti is currently working on landscaping efforts and other punch list items.
- PSE Intolight has installed all street lights except for two which are missing parts. Once those are delivered PSE Intolight will return to the site to complete installation.
- Sidewalk railings are being ordered and are anticipated to be manufactured and delivered for installation in January.

Past Milestones:

- Council awarded the design contract to PBS for the roundabout and culvert replacement project at 254th Place.
- Design kick-off meeting was conducted.
- Staff submitted the TIB grant application for the roundabout project.
- Staff provided City Council an update on the roundabout project in September 2020. Staff communicated Council's comments on design to the design team.
- Consultant provided 30% drawings for staff review.
- WSDOT approved the Right of Way Procurement Procedures.
- Staff worked with the consultant to review design options for the golf course storage area access.
- Staff reviewed staging options for construction. Staff also reviewed phasing options for construction and presented a project update with these options to City Council.
- Staff reviewed 95% drawings and project documents and returned comments to consultant.
- Council approved a design contract amendment for PBS to complete the PS&E for splitting the Phase 3 project into a two phase project.
- Staff and the consultant completed 100% PS&E for the Phase 3 North project.
- Council provided direction for staff to split the project into a northern project and a southern project. The northern project (Phase 3 North) was advertised in March 2021 and will begin construction early this summer (2021).
- Staff prepared and submitted the SEPA checklist for the Phase 3 South project.
- City Council approved the consultant contract to KBA for construction management of the Phase 3 North project.
- Staff received approval for the stormwater permit for the North Phase of the project from DOE.
- Staff applied for Senator Patty Murray's and Congresswomen Kim Schrier's requests for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022
- City Council awarded the construction contract to Ceccanti during the May 10, 2021 City Council meeting.
- City Council approved the consultant contract to KBA for construction management of the Phase 3 North project.
- Staff obtained easements for the Phase 3 North project.
- Staff started procurement of the box culvert for replacement at main stem Jenkins Creek.
- Ceccanti began construction on May 17, 2021.
- Soos Creek completed their sewer main relocation.
- Ceccanti completed installation of the culvert, joint utility trench, block wall, waterline, curb and gutter, storm sewer, paving, and striping throughout the project.
- The road was final paved and opened for the Ironman event.
- A walkthrough was completed to identify punch list items.

PUBLIC WORKS/COMMUNITY DEVELOPMENT**CAPITAL IMPROVEMENT PROJECTS****Public Works Transportation Capital Improvement Projects****Witte Road – North of SE 254th Place to SE 256th Street including 254th Roundabout (T28b Phase 3 South)****Design Consultant: PBS Engineering and Environmental, Inc.****Construction Management: TBD****Construction Contract: TBD****Construction Bid Award: TBD****Est. Construction Date: Spring 2022****Construction Substantial Completion: September 2022****Construction Final Completion: TBD****Description:**

Phase 3 South includes development of a full-road rehabilitation for the Witte Road corridor north of the realigned SE 256th Street intersection through to north of SE 254th Place. Specific project enhancements include pavement upgrade, sidewalk installation, bike lanes, drainage improvements, retaining walls, utility undergrounding, and intersection upgrades. Phase 3 also includes construction of a roundabout at the intersection of Witte Road/254th Place, a fish passage culvert at SE 254th Place and daylighting of the culvert at 220th Avenue SE.

Current status:

- Staff is awaiting additional information on the rollout of the federal infrastructure package to determine how funding will be distributed.
- Staff and design consultant PBS continue to work on completing the 100% design documents.
- Utility agencies are reviewing draft 100% design documents.
- Staff continues to work on ROW documents.
- Staff worked on addressing Army Corp permit review comments.
- Staff and the consultant continued to review illumination design, pedestrian connection from 220th, and project schedule.
- Staff is reviewing 2022 TIP budget for construction of this project and the feasibility of phasing project construction if needed.

Past Milestones:

- Council awarded the design contract to PBS for the roundabout and culvert replacement project at 254th Place.
- The design kick-off meeting was conducted.
- Staff submitted the TIB grant application for the roundabout project.
- Staff provided City Council an update on the roundabout project in September 2020. Staff communicated Council's comments on design to the design team.
- Consultant provided 30% drawings for staff review.
- WSDOT approved the Right of Way Procurement Procedures.
- Staff worked with the consultant to review design options for the golf course storage area access.
- Staff reviewed staging options for construction. Staff also reviewed phasing options for construction and presented a project update with these options to City Council.
- Staff reviewed 95% drawings and project documents and returned comments to the consultant.
- Council approved a design contract amendment for PBS to complete the PS&E for splitting the Phase 3 project into a two phase project.
- Staff and the consultant completed 100% PS&E for the Phase 3 North project.
- Council provided direction for staff to split the project into a northern project and a southern project. The northern project (Phase 3 North) was advertised in March 2021 and will begin construction early summer (2021).
- Staff prepared and submitted the SEPA checklist for the Phase 3 South project.
- Staff applied for Senator Patty Murray's and Congresswoman Kim Schrier's requests for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022.
- The City's lobbyist met with federal congressional representatives regarding funding for this project through federal infrastructure stimulus monies. The bill was approved by the Senate and is with the House of Representatives this month.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

SR 169 Widening – SE 253rd Place to SE 260th Street (T-45)

Design Consultant: PBS Engineering and Environmental, Inc.

Construction Management: TBD

Construction Contract: TBD

Construction Bid Award: TBD

Est. Construction Date: TBD

Description:

This SR 169 corridor project will improve traffic operation, safety, access management, and non-motorized amenities in the vicinity of the Legacy Site between SE 260th Street and SE 253rd Place. Proposed improvements include widening SR 169, sidewalks and bicycle lanes on both sides of the highway, street lighting, surface water enhancements, and intersection improvements at SR169/SE 260th Street and SR 169/SE 253rd Place. Access improvements at Rock Creek Elementary school and the Legacy Site will also be evaluated.

Current status:

- Staff and the design consultant team restarted the preliminary design of project.
- The design team is updating traffic data and survey information for the project.
- Staff and the consultant are evaluating design alternatives.
- Staff reached out to the Tahoma School District for a project coordination meeting in January.

Past Milestones:

- Staff met with Lori Cloud (Tahoma School District) to provide an update on design and the new schedule.
- The team submitted a traffic analysis to WSDOT with intersection improvement alternatives.
- Staff met with Lake Forest Estates HOA and discussed intersection improvement alternatives.
- Staff provided a written response to the October 31, 2019 letter from the Lake Forest Estates HOA.
- Public Open House No. 1 was held on September 10, 2019.
- Topographic survey is mostly complete.
- Traffic counting is complete.
- Staff met with the School District to discuss options for school entrance.
- Staff responded to Lake Forest Estates HOA complaints on responsiveness and transparency.
- Staff applied for Congresswoman Kim Schrier's request for infrastructure projects.
- Staff applied for Senator Patty Murray's request for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022.
- Staff responded to follow-up questions on the project from Congresswoman Schrier's office.
- City Council adopted the 2022-2027 six-year TIP including design for this project to be in 2022 and construction to be in 2023 and 2024 depending on grant funding.
- Staff met with the Lake Forest Estate HOA and responded to public comments from the public hearing of six-year TIP.
- Staff met with Spring Heaven HOA board members to provide project updates.
- Staff met with design consultant PBS and design team in November 2019 to have a design restart kickoff meeting.

SR 169 Widening – SE 240th Street to SE 244th Street (T-36)

Design Consultant: David Evans and Associates

Construction Management: TBD

Construction Contract: TBD

Construction Bid Award: TBD

Est. Construction Date: TBD

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

Description:

The second segment in the series of capacity improvements on the SR 169 corridor, this project adds an additional lane in both directions to include center turn lanes, sidewalks, bicycle lanes, improved transit stops, street lighting, and enhanced storm drainage. This eliminates a bottleneck for traffic traveling to and from SR 18 and the Wilderness Village shopping area.

Current status:

- The project design is not expected to start up again until 2022 based on the adopted 2022-2027 Six Year TIP.
- Staff and design consultant DEA is reviewing project design status and scopes.
- Design consultant is finalizing the survey at the intersection of SR 169/SE 240th St.
- Design consultant is finalizing the geotechnical report.

Past Milestones:

- The Consultant submitted the Intersection Control Evaluation (ICE) to WSDOT.
- Staff submitted the Area of Potential Effect letter to WSDOT.
- The consultant completed the geotechnical exploration on SR 169.
- The Consultant is assessing a roundabout and signal at the SE 244th Street intersection consistent with WSDOT Intersection Control Evaluation (ICE).
- Traffic analysis has concluded signal warrant met at SE 244th Street.
- Topographic survey is complete.
- Traffic counts have been completed.
- WSDOT provided comments on ICE evaluation.
- City Council adopted the 2022-2027 six-year TIP including design for this project to be in 2022 and 2023, construction phase to be in 2024 and 2025 depending on grant funding.
- Staff responded to public comments from the public hearing of the six-year TIP.

SE 231st Street Extension Project (T-48)

Design Consultant: David Evans and Associates

ROW Acquisition: Fall/Winter of 2021

Construction Management: TBD

Construction Contract: TBD

Construction Bid Award: TBD

Est. Construction Date: Spring of 2022

Description:

This project creates an urban collector connection through the former Hayes Gravel pit, providing direct access to the SR 18 interchange. This urban collector connection will provide one lane in each direction, lighting, sidewalks, planter strips, and bicycle lanes on both sides.

Current status:

- Staff is evaluating funding options for this project's construction phase.
- Staff and design consultant DEA delivered the 90% PS&E for staff review.
- ROW acquisition is underway. The purchase and sale were closed on December 21, 2021.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

Past Milestones:

- Staff met with TIB on preparing for grant application in 2021.
- Staff worked on reviewing the Amazon Fulfillment Center project to ensure approval conditions and improvements are in place for supporting the T48 project.
- Staff created a project website and provided FAQ for public outreach
<https://www.maplevalleywa.gov/departments-services/public-works/capital-improvement-projects/t-48>
- Staff approached the property owner to start the communication of right of way purchase for the project.
- Staff provided responses for public inquiries regarding the T48 project and the Amazon Fulfillment Center project.
- City Council approved the design contract with DEA on March 22, 2021, to provide professional engineering services for the project.
- Staff executed a service contract with Contract Land Staff consultant to perform appraisal for ROW.
- Design contract with DEA is executed and signed.
- ROW consultant Contract Land Staff ordered title reports to perform appraisal for ROW.
- The design kickoff meeting with DEA was held.
- Project design is started.
- ROW appraisal is started.
- Staff provided responses for public inquiries regarding the T48 project and the Amazon Fulfillment Center project.
- Design is currently underway towards 30% plan.
- ROW appraisal is completed for staff to review.
- Traffic study for the project is completed for staff to review.
- Staff and the consultant worked on preparing the On-line Public Open House.
- Staff and the consultant worked preparing the SEPA checklist.
- Staff and the consultant worked on preparing the EZ/PROJECT REVIEW FORM for submittal to the Department of Archaeology and Historic Preservation.
- Public online open house was held from July 21, 2021 to August 1, 2021.
- SEPA determination of DNS was issued on August 12, 2021.
- Staff responded to public comments received from SEPA process.
- Department of Archaeology and Historic Preservation permit was issued.
- Staff prepared and submitted TIB grant application on August 13, 2021, for construction funding of the project.
- Staff met with the Amazon public outreach team for updates of both development and city projects.
- Staff completed the review of the 60% design plans and specs.
- ROW acquisition is underway. Purchase and Sale Agreement was approved by City Council at the September 27, 2021 meeting.
- Staff submitted a TIB grant application in 2021. TIB announced the project selections in November, and T48 wasn't selected for grant funding among the 284 project applications TIB received.

High Reflectivity Roadway Delineation Project (T-27d)

Design Consultant: Design in-house

ROW Acquisition: N/A

Construction Management: TBD

Construction Contract: TBD

Construction Bid Award: TBD

Est. Construction Date: Summer of 2022

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

Description:

This project provides for installation of high reflectivity pavement marking and signage in areas without streetlights where fixed objects are present and could present a future risk of crashes. Work elements include the installation of profiled retroreflective edge striping on both sides of the street, reflective raised pavement markers at utility poles and large trees, RPMs on center medians and roundabout/traffic circle curbing at the top of the curb, MUTCD Type OM2 reflective signage on utility poles and large trees, reflective signpost wraps on existing stop signs, speed limit signs, and warning signs.

The City applied for the 2020 Highway Safety Improvement Program (HSIP) for this project and was successfully awarded \$484,200.

Current status:

- Staff worked with PSRC on updating the regional STIP and WSDOT Local Program on starting the PE design phase.
- Staff is planning to design the project in-house starting in January of 2022 instead of using a consultant.

Past Milestones:

- The City applied for the 2020 Highway Safety Improvement Program (HSIP) for this project and was successfully awarded \$484,200.
- Project was adopted in the 2022 six-year TIP.
- Project was approved and adopted by PSRC as statewide STIP project.
- Council approved the resolution to accept the grant funding and authorized the City Manager to sign a Local Agency Agreement with WSDOT for funding obligation.
- Staff worked with the WSDOT Local Program to submit the funding obligation package for the PE design phase.
- Approval was received from the WSDOT Headquarters to start the PE design phase using the funding as obligated.

Public Works Surface Water Capital Improvement Projects

Staff prepared draft prioritization criteria for CIP projects along with the Storm and Surface Water Comprehensive Plan Consultant, Altaterra. Staff met with the larger Public Works project team twice to discuss criteria, application of criteria to the projects identified, and the projects that rank the highest based on these criteria. These criteria are now being finalized and will inform the future SWM CIP Program schedule.

S-10 2021 Storm Water Ponds Retrofit Project

This project scope includes retrofitting four existing stormwater retention ponds that will improve surface water quality within the City. The scope of work includes lining of the treatment cells, re-establishment of slopes, berms, and access to facilitate maintenance, and the removal of accumulated sediment, debris, and vegetation. The City was awarded \$45,000 from the King County WaterWorks grant program in 2019. Design began in January and construction is planned for summer and early fall of 2021.

Current Status:

- Paving and asphalt patching was completed on 210th.
- Survey points were marked for the pond excavation.
- The contractor continued hauling out pond material to excavate to the design elevation.
- Staff and the contractor responded to an Ecology notification of sediment discharge to the lake. The pond outlet was briefly plugged to allow for re-establishment of pumping to the sewer and additional erosion and sediment control measures were placed at the outlet from the pond and around all inlets. The contractor brought on a larger barge tank to pump the pond water to before discharging to the sewer.
- Staff submitted the November Discharge Monitoring Report.
- Public Works Maintenance staff hauled large boulders offsite to be used for future projects.

PUBLIC WORKS/COMMUNITY DEVELOPMENT**CAPITAL IMPROVEMENT PROJECTS****Public Works Transportation Capital Improvement Projects****S-12 Miscellaneous Drainage Improvements**

This project includes small improvements to drainage within the City. Staff is currently focused on three projects, two within the Cedar Downs neighborhood, and one near Pipe Lake.

Current status:

- Staff is working on prioritization of CIP projects as part of the Storm and Surface Water Comprehensive Planning process. No further work on S-12 projects will be completed until the prioritization effort is finalized in the first quarter of 2022.

S-15 2020 Stormwater Pond Fencing

This project scope includes evaluating which City-owned ponds currently are not fenced, determining whether fencing is required or would be beneficial, and hiring a contractor to install fencing where needed.

Current status:

- All City provided a quote for \$5,336.08. Staff is waiting on All City Fence to confirm MRSC status before the contract is routed.

S-17 Cedar Downs Water Quality Improvement Project

This project includes a drainage study of Cedar Downs and Cedar Downs Village areas to identify flow control retrofit opportunities to reduce flooding issues and improve three existing water quality facilities. The City contracted with Parametrix to perform the study of this area and provide an alternative analysis as part of the first phase of this project in 2020. Based on the alternatives proposed and the cost impact, the City moved into Phase 2 of design with Parametrix in 2021 with construction of the improvements to the flow control and water quality vaults in the north end of Cedar Downs in 2023.

Current status:

- Staff met with Parametrix for the bi-weekly meetings.
- 90% design is expected to be provided to the City for review in early January.
- S-17 has received \$116,000 worth of grant funding from the Council-allocated King County WaterWorks Grant program for water quality improvements.
- Staff worked with the City Attorney to finalize the property transfer agreement with King County. Staff is waiting on the Attorney's response to answer questions.

S-19 SE 254th Place Culvert Replacement

The culvert that conveys South Fork Jenkins Creek under SE 254th Place has been determined to be undersized for flow conveyance as well as fish passage and is damaged, which has reduced capacity. The City plans to design and install a box culvert to replace the existing culvert to provide both flood reduction and ecological benefits. Due to the modification to project T-28b Phase 3 to include a roundabout at SE 254th Place, this project has been prioritized and will be designed by PBS Engineering and Environmental as part of the T-28b Phase 3 project in 2020 and 2021. The construction of this portion of the project along with the roundabout is planned for 2022. The City has been awarded a \$150,000 grant from the King County Flood Control District for the design and construction of this project with an additional \$40,978 from the King County Flood Control District Subregional Opportunity Fund.

Current status:

- Staff met to discuss the plan for 2022 construction. It is possible that the culvert portion of the project will be constructed prior to the roundabout based on funding availability.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

Traffic Operation Management

- Staff responded to 10 citizen action requests in December regarding traffic concerns, signage, parking, pavement markings, and street lighting.
- Staff continued to work with Maple Wood HOA board in response to their community concerns about on-street parking and traffic safety.
- Staff continued to coordinate with WSDOT on evaluation of speed limits on the SR 169 corridor. WSDOT started the speed data collections on SR 169.
- Staff coordinated with Traffic Count Consultant to complete traffic volume/speed studies on 236th Place SE in the Hampton Grove neighborhood in response to high school drop-off/pick-up traffic and parking.

Public Works Maintenance

December continues to bring unpredictable weather. Rain, wind, freezing temperatures, snow, and ice seem to change hourly. Public works staff have prepped snow and ice vehicles several times just to then break them back down hours later so they can address work orders and citizens requests. For most of the month, the City has been able to dodge most of these unpredictable events but crews have been busier than ever preparing for them as well as completing end-of-year work orders and requests. As the year-end quickly approaches the crew, as well as equipment and resources, are prepared for a response to inclement weather. The Public Works Manager Desmond Weaver also met with City of Black Diamond maintenance manager to discuss Maple Valley's protocols, equipment, and resources utilized to fight snow and ice because of the road conditions Maple Valley's Public Works team has been able to provide during snow and ice conditions. It is December and although much of the staff have been preparing for or responding to these weather events the Public Works staff has completed an exceptional amount of work outside of snow and ice response. These tasks are listed below.

Sidewalks

- Crews cleared scotch broom growing over the sidewalk located off of SE 228th Street.
- Crews painted over graffiti at the 264th tunnel over King County Trail.

Surface Water

- Crews responded to a submerged vehicle in a stormwater facility and placed 'oil booms' where stormwater outflows from the facility to contain the oil and other fluids from the vehicle until the Department of Ecology responds with recommendations.
- Crews completed two catch basin cleaning work orders on SE 271st Place.
- Crews completed two works orders for pond mowing located in the Wilderness Rim neighborhood.
- Crews completed a pond mowing work order in the Lake Forest Estates neighborhood.
- Crews completed all 2021 pond mowing and vegetation management work orders.
- Crews removed a tree from the stormwater facility in the Cedar Downs neighborhood.

Road

- Crews cleaned up a fallen tree out of our right of way located off of State Route 169 @ SE 244th Street.
- Crews filled several potholes on SE 288th Street.
- Crews filled potholes on SE 258th Street with asphalt re-grindings and back bladed the road.
- Crews filled potholes on SE 276th Street with cold patch.
- Oversaw and assisted with an oil spill cleanup off of SE 286th Street located in the Bellamonte neighborhood which resulted from a sweeper truck fire.
- Placed electronic reader boards in Four Corners square notifying the public of the Maple Valley Christmas tree lighting.
- Crews cleaned the shoulder of Maple Valley Highway near SE 250th Street and re-shouldered with gravel.
- Crews re-installed new sign on SE 240th Street.
- Crews repaired/replaced street signs in the following three neighborhoods:
 - Bellamonte Woods
 - Rock Creek Meadows
 - Fernwood Estates

PUBLIC WORKS/COMMUNITY DEVELOPMENT

Equipment Maintenance

- We replaced our 'Wacker water pump'.
- Crews set up snow plows, sanders, and the de-icer to check functionality to make sure there weren't any equipment issues before needing to respond to snow and ice.
- Crews performed routine maintenance on several small hand power tools, winterized several pieces of equipment, and reorganized maintenance equipment and storage areas.

Training

- Keven Daniels attended WSDA Pesticide License training held by Washington State University.
- Crews completed CPR/First-Aid training to renew their licenses.
- Worked with IT to get our snow and ice tracking map up to date.

Roadside

- Crews completed some landscaping on State Route 169 for Wax Road SE – Witte Road SE.
- Crews pressure-washed cement porches attached to the Emergency Operations Center (EOC) as well as cleaned up landscaping in and around the Public Works Maintenance facility.

City Hall

- Crews have been in and out of City Hall for the month of December moving furniture, removing old unwanted furniture and helping City Hall staff prepare for the painting of City Hall, and then helping everyone move their furniture back into their offices.

Surface Water Management

Adopt A Drain

- Regionally 862 drains have been adopted by 475 adopters with over 2,930 lbs. of debris removed.
- Staff met with the Adopt a Drain regional and social media groups.
- Staff ran the Adopt a Drain social media for the week of December 6th - 12th.

Storm and Surface Water Comprehensive Plan

- Staff and AltaTerra held a meeting to review the CIP prioritization criteria with the larger Public Works group to make sure scoring is effective and staff agrees with the projects that are rising to the top. A few minor adjustments were made to the criteria and staff agreed that project rankings made sense.
- AltaTerra provided a questionnaire related to the NPDES Permit for staff members to complete. The questions were distributed to applicable staff with a deadline to complete on January 12th.
- Staff scheduled meetings with small groups to discuss specific parts of the NPDES Permit in mid-January.

2024 NPDES Permit Reissuance Ad Hoc Group

- Staff attended the Operations and Maintenance Ad Hoc Group meeting for the 2024 NPDES Permit Recommendations and helped to draft the white paper related to catch basin cleaning turnaround times.
- Staff attended the Structural Stormwater Controls Ad Hoc Group meeting for the 2024 NPDES Permit Recommendations and provided feedback on scalable point language should this requirement be implemented for Phase II Permittees.

Operations and Maintenance

- Staff prepared and advertised the 2022-2024 Stormwater Infrastructure Cleaning and Maintenance bid. Only one bid was received on November 2, 2021. Staff requested that City Council reject bids, which were approved on November 22, 2021, and staff made modifications to the bid documents to improve clarity for the contractors. The project was re-advertised on November 23, 2021, with bids due December 15, 2021. On December 15th, 3 bids were received and staff plan to award the contract to the low bidder at the January 10th Council Meeting.
- Staff reviewed catch basin cleaning work orders and current open inspections to determine the status for compliance with the NPDES Permit. Staff completed all inspections that were required prior to the end of the year.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

- Staff responded to an oil and gas spill related to a street sweeper catching fire to protect catch basins and reduce spread along the roadway. The sweeper contractor had the sweeper towed, cleaned up the road, and factored out all impacted basins. Staff reported the spill to the Department of Ecology.

SWM Inspections

- 3 infiltration galleries
- 3 modular wetlands
- 297 catch basins
- 6 Oil Water Separators
- 1 tank/vault
- Council approved the King Conservation District Grant for \$93,641.
- Staff attended the PSRC Executive Board Meeting to hear about the federal infrastructure funding bill.
- Staff attended the NPDES Permit Coordinators meeting.
- Staff attended the WRIA 9 Technical Committee Meeting.

Lakes Program

- Staff responded to requests for more information about our lakes.
- Staff sampled Lake Wilderness and Pipe Lake for algae blooms and found the toxin levels were within the acceptable standards.

Solid Waste

- Staff continues to hold monthly meetings with Recology to review their customer service performance and discuss their improvements.
- Recology sent out a customer service survey that will remain open through the month of January 2022. We currently have received over 550 responses.
- Staff attended the MSWAC meeting.
- Staff attended the Renew Act webinar.
- Staff viewed the Organics E-tour webinars.
- Staff received an application to adopt another road in the City.
- Staff worked on an Adopt-A-Road social media post.
- Staff reviewed the solid waste page on the City website for potential changes.

Community Development

A site development permit has been approved for a warehouse (tenant unknown) adjacent to the Amazon distribution center. Single family resident permits continue to be issued for the Tahoma Ridge (formerly Rainier Ridge) development. Staff is continuing their review of the site development permit for a large daycare (The Learning Experience) and a 35,000 square foot commercial building (tenant unknown) located on the empty parcel next to TRM Wood Products and building permit review is underway. Staff is preparing to schedule a hearing for a 13 lot plat on the south end of town. Since the passage of the Mixed Use Zoning Code, staff has received numerous inquiries from commercial developers interested in projects in our commercial zones.

The OpenGov permitting software went live on August 2, 2021 and is up and running, with permits submitted daily by members of the public. Although some kinks are still being worked out, the system will eventually save staff considerable time with a more streamlined process. Staff continues to meet with OpenGov technical support weekly to address issues.

Monthly Permit/Inspections Metrics

- Permit Applications Received: 57
- Permits Issued: 92
- Projects Submittals: 2
- Building Inspections Completed: 188

PUBLIC WORKS/COMMUNITY DEVELOPMENT

Planning Commission

The Commission continues its review of the Downtown Design Guidelines. Staff and the Chair and Vice-Chair met to discuss the schedule for the Downtown review. Staying on schedule, we should have the Standards and Guidelines completed in early January 2022. We have scheduled a public Open House and a public hearing at the Lodge beginning at 6 PM on January 19, 2022. After the hand-off of the Planning Commission recommendation anticipated for February 14, 2022, the Commission will focus on Main Street Design Standards. Staff and the Planning Commission will review the draft 2022 Work Plan in the near future in anticipation of the Commission meeting with Council in early 2022 to ratify the draft Work Plan.

Solid Waste

- Staff continues to hold monthly meetings with Recology to review their customer service performance and discuss their improvements.
- Recology sent out a customer service survey that will remain open through the month of January 2022. We currently have received over 550 responses.
- Staff attended the MSWAC meeting.
- Staff attended the Renew Act webinar.
- Staff viewed the Organics E-tour webinars.
- Staff received an application to adopt another road in the City.
- Staff worked on an Adopt-A-Road social media post.
- Staff reviewed the solid waste page on the City website for potential changes.

Legacy Site Development

Director updated consultant on November 30, 2021 meeting with Council Subcommittee. She also took a field trip to Point Rustin Public Market to view market construction and operations. An additional meeting with the Legacy Site Council Subcommittee is scheduled for January 10, 2022. Staff hopes to receive final direction to prepare documents for an upcoming Parks Commission meeting. This work will provide a recommendation on how the City should proceed with the development of public amenities on the Legacy Site, whether to try to fund amenities through City levy funds, sell a portion of the Legacy Site to finance public amenities or continue with a public-private partnership.

RESIDENTIAL SUBDIVISIONS AND AVAILABLE LOTS

RESIDENTIAL SUBDIVISIONS AND AVAILABLE LOTS

File Number	Plat Name	Pre-Plat Approval	Potential Building Lots	Pre-Plat Expiration	Final Plat Approval	Approved Lots	Site Under Const.	Building Permits Issued				Available Building Lots
								Prior to 2019	2019	2020	2021	
CD0406-013	Ridge at Lake Wilderness	6/30/04		N/A	2/25/05	11	N/A	9	0	0		2
CD1309-002	Jordan's Crossing	7/31/07		N/A	3/24/14	15	N/A	14	0	0		1
CD0602-005	Edgestone Div I (Arbors 3)	7/18/07		N/A	2/23/17	48	N/A	43	1	2	1	1
PSP2002-001	Wilderness Crest	7/30/20	6	N/A	N/A	6	N/A				3	3
CD0702-001	South Fork (Sunshine Grove)	7/31/07		N/A	4/25/17	10	N/A	9				1
CD1506-007	Canton Crossing (Shavano)	2/9/16		2/7/21	5/22/17	51	N/A	48				3
CD1308-004	Yellow Rock Road	4/1/14		3/30/21	8/24/16	6	yes	5				1
FP2006-001	Momiji Grove (MV216)	8/30/19	39	8/28/24	No	39	yes			2	22	15
CD0601-010	Wilderness Hills 3	12/11/07		12/8/17	2/12/18	22	No	21				1
CD0702-010	Fox Pointe (aka Malloy)	10/5/07		10/2/17	Yes	42	Yes	12	9	12	1	8
PSP1801-001	Sun Ridge at Elk Run 4 D 2	11/30/18	9	11/28/25	Yes	9	No					9
CD1602-001	Overlook at Summit Park	3/22/17	126	3/21/22	Ph1 7/30/ Ph2 3/1/19	126	Yes	19	37	30	21	19
CD1610-005	Northpoint	3/28/17	110	3/27/22	No	110	Yes		74	15	1	20
CD1604-003	Cedar Peak	6/29/17	17	6/28/22	No		No					0
CD1507-006	Tahoma Ridge	8/3/17	71	8/2/22	12/1/20	71	Yes			3	47	21
CD1609-007	Zephyr Point	6/26/20	6	Yes	Yes	6	Yes				6	0
CD1801-001	Meadowridge Park	7/10/18	49	7/9/23		49				20	8	21
FP1810-002	Edinburgh	5/19/17	84		6/11/19	84	Yes		23	27	15	19
Total			517			705		180	144	111	125	145

Updated 12/17/2021

Current Development Projects

